

DEPARTMENT OF HISTORIC RESOURCES  
**ROLE: Historian/Archaeologist & Preservation Manager, Pay Band 5**  
WORKING TITLE: Director, Division of Survey and Register  
Position 00002  
SALARY: Pay Band 5 – \$41,778 to \$ 65,558 max  
(Career potential up to \$ 91,896)  
LOCATION: RICHMOND, VA

The Department of Historic Resources is seeking a full-time senior-level preservation program professional whose primary responsibilities will be the management of the Division of Survey and Register.

Core responsibilities include oversight of the following programs:

- National Register of Historic Places and Virginia Landmarks Register
- Survey – including both archaeological and architectural and oversight of grant program
- Highway Marker Program
- Archives - including the Virginia Cultural Resource Inventory System (V-CRIS)

In addition, responsibilities of this position will include participation in the agency's senior management team with oversight of comprehensive and strategic planning and agency work plans and budgets.

Required skills and abilities include:

- Considerable knowledge of the programs and responsibilities of a State Historic Preservation Office.
- Substantive experience in the evaluation of historic significance and register eligibility.
- A demonstrated ability to conduct and oversee scholarly research, including the development of historic contexts and in depth research on topics not well understood or previously documented.
- Substantive experience in the management of survey projects, including project design, budgets, survey reports, and reviewing the work of others.
- An in depth knowledge of American cultural history, including a working familiarity with Virginia's cultural resources.
- Basic knowledge of databases, GIS, and archives and library policies and procedures.
- Strong interpersonal skills, including competency in conflict resolution and negotiation.
- Strong communication skills, including oral, written and in public settings.
- Experience supervising employees, including hiring and evaluation of performance.
- Experience managing grant programs.

**QUALIFICATIONS:** The successful candidate should have strong academic and experiential grounding in at least one of the core historic preservation fields of architectural history, history, historic preservation or archaeology. Graduation from an accredited college or university with major course work in architectural history, historic preservation, or related preservation field is required; Masters degree in related field highly desirable. Must meet Secretary of the Interior's Professional Qualification Standards. Extensive and progressively more complex work experience within the field of preservation is preferred. In addition, the successful candidate must have knowledge of computer operations including but not limited to experience in the use of Microsoft Access, Word, and Excel. The successful candidate must also be able to work well in a flexible team environment and bring a strong ethic of customer service to the position.

**APPLICATION SUBMISSION REQUIREMENTS:** Submit a Commonwealth of Virginia Application For Employment form to the **Department of Historic Resources, Attention: Barbara Zayer, 2801 Kensington Avenue, Richmond, Virginia 23221**; telephone (804) 482-6447, or email to [Barbara.Zayer@dhr.virginia.gov](mailto:Barbara.Zayer@dhr.virginia.gov). This position will remain open until **Monday, August 11, 2014 (Position Re-Opened)**. If you need additional information or are disabled and would like to request an accommodation, please call (804) 482-6447 or submit a written request for assistance.

**NOTE: If you have already applied for this position, you need not re-apply to be considered.**

**"AN EEO/AA/ADA EMPLOYER"**  
**FEMALES/MINORITIES/PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY**